

ARC 2003 HSI Guide On-Site Document List

Team Chief Documents	
General Documents	
Official biographies of the wing and medical unit commander	
Medical unit mission/vision/goals	
Strategic plan and measurement tools used to assess goal achievement	
Unit's organizational chart	
Unit Manning Document/Unit Personnel Manning Roster (UMD/UPMR)	
Executive Management Committee (EMC) minutes for past 2 years	
One copy of all medical unit instructions, directives and policies (including index)	
Last 6 months of squadron newsletters (if applicable)	
Any documents that describe professional conduct and performance requirements for all staff. In addition, provide copies of the required semiannual briefings for AFMS values, expectations, and standards of expected behavior	
Suicide and Violence Awareness Education	
Copy of metrics required by HHQ (percent of personnel trained)	
Copy of lesson plans used for training	

Nurse Inspector Documents	
Nursing Practice Oversight/Basic Life Support (BLS)	
Nursing practice policies and guidance	
Competency assessment folders/6-part folders for all nurses	
Verification of nurses' licenses and civilian employment – may be in 6-part folders	
Nursing practice staff meeting minutes (if any)	
NREMT training program statistics	
BLS currency statistics (percent current, month by month, for last 12 months)	
Letter of appointment of BLS trainer/coordinator	
Immunizations	
List of personnel trained as primary, immunization backup (IBT), and augmentee (IA) immunization technicians	
Documentation of initial and ongoing training	
Section OIs and other guidance related to immunization procedures, esp. mobility support	
Wing currency statistics (percent of personnel currently immunized) on hep A, tetanus, influenza, TB	
TB read return rates for last 12 months	
Customer Satisfaction/Patient Sensitivity	
Any documents relative to customer complaints, resolution, tracking, etc.	
Customer comment card data (if applicable)	
Laboratory	
DoD CLIP certification (does not need to be brought to IG work center; can be viewed in lab)	
Laboratory services policies and guidance	
Documentation of orientation and ongoing training	

Medication Management
Copy of unit formulary
Infection Control Program
Infection control annual plan
Bloodborne pathogen and TB exposure control plans
Documentation of completed surveillance activities
Infection Control Committee minutes
Lesson plans and rosters for initial and annual infection control training; percent trained
3-5 PHS 731s, International Certificates of Vaccination (if applicable), or 2766 C and the medical records of personnel who had positive IPPD skin test reactions
Demand Reduction Program
Cross Functional Committee meeting minutes
Documentation of untestable rate for last 12 months
Metrics demonstrating percent of wing drug tested (percent of GSU tested if applicable)
Documentation of JAG legal review
List of trusted agents across the wing
Food Safety and Sanitation
PH facility sanitation evaluations of base child development center and gym for the last 12 months
Copy of the CDC/Family Home Day Care multidisciplinary inspection; provide name of the CDC medical advisor
PH food service sanitation evaluations of the main base dining hall, a club dining facility, and in-flight kitchen for the last 12 months; include facility trend analysis
Vendor quality history log from 1 prime vendor (e.g., SYSCO, Alliant) and 1 direct vendor (e.g., FFV, dairy); lesson plan for training receipt inspection personnel
ALFOODACT and customer complaint logs
Food vulnerability assessment
Food safety and sanitation documentation (provide completed Sanitation Inspection worksheet below)

Sanitation Inspection Review				
FACILITY NAME				
All phases of operation inspected				
Management's self-inspection program evaluated				
Food safety training effectiveness evaluated				
Inspector consistency				

“+” = PRESENT

“-“ = NOT PRESENT

“NA” = NOT APPLICABLE

Medical Service Corps Inspector Documents	
Logistics	
Professional services contract documents (if applicable) (with QAE training documentation when applicable)	
WRM Stock Status Report(s) from host active duty unit (if applicable)	
Logistics memorandum(s) of agreement/understanding with host active duty and/or detached units (if applicable)	
Self-Inspection Program	
Unit self-inspection program directive	
Program manager's book/binder	
Documentation of self-inspections and follow-up actions	
Open discrepancies status reports to executive management committee (12 months)	
Dental	
Class 3 and 4 rosters	
Dental readiness classification percentages (past 12 months)	
Copy of last two annual inventories of dental records	
Dental Service Manager's file (contents outlined in Chapter 1 of AFI 47-101)	
All Class 3 dental records and others as requested by the inspector (flyer and nonflyer)	
Documentation of orientation and ongoing training	
Credentials (Note: Keep PCFs until requested by inspector)	
All PCFs will be required for review and inspector will arrange a time for delivery	
Documentation since last HSI relating to all adverse privileging actions (if applicable)	
Documentation since last HSI relating to abeyance actions which did not otherwise result in adverse action (if applicable)	
Documentation since last HSI relating to any medical incident investigations (if applicable)	
Documentation since last HSI relating to any investigation/inquiry into the misconduct, professional competence, negligence, or health condition of a privileged provider (if applicable)	
Support Agreements	
Training Affiliation Agreement(s)	
Host/Tenant Support Agreement	
All other memorandums of understanding/agreement (if applicable)	
Quantitative Fit Testing (QNFT) Program	
Percentage of personnel requiring QNFT	
Description of procedures to identify and schedule personnel for QNFT	
Bioenvironmental Engineering Readiness	
Documentation of joint BE/Civil Engineering readiness training	
Documentation of operational testing of chemical agent monitors owned by the medical unit	
(Units with a disaster response requirement only) BEE checklists developed for accidents and contingencies (e.g., chemical spills, fuel spills and incidents involving advanced composites, natural disasters, biological or chemical terrorism)	
(Units with a disaster response requirement only) List of BEE disaster response equipment	
Water vulnerability assessment	
Appointment letters	

Mobility
Base Deployment Plan
Summaries of recall exercises conducted with dates (24 months)
Unit recall roster
Listing of primary mobility personnel
Records of annual mobility briefings/exercises
15 mobility folders (primary mobility personnel)
Self-Aid and Buddy Care program documentation (provide completed SABC worksheet below)

SABC DATA COLLECTION WORKSHEET

Unit Name: _____ Date: _____

SELF-AID AND BUDDY CARE PROGRAM INFORMATION

Units (list all wing and tenant units for which SABC Advisor has program responsibility)	Latest two dates unit program was evaluated	Unit instructor(s)

I certify the above information is true and accurate.

Self-Aid/Buddy Care Advisor or Designee

Medical Manager Inspector Documents	
Flight Medicine Management	
One year of Aerospace Medicine Council (AMC) meeting minutes and wing/group monthly flying safety meeting minutes (if safety minutes are unavailable, provide copies of aeromedical briefings which were presented at those meetings)	
Flight surgeon non-clinical activity logs for past 6 months	
Office OIs, policy memos, other written guidance	
FSO training activities and schedules for the past and upcoming year	
Documentation of FS briefings to professional staff, flyers (e.g., Flight Safety), and any other base or community briefings	
1041 log (past 12 months)	
DNIF management metrics (if applicable)	
Waiver card file and database summary sheet and a list of your MAJCOM delegated waiver authority (flying and nonflying waivers)	
Unit's 4T tracking roster and AF form 422 suspense file	
Six months of the Assignment Availability Code 31, 37, and 81 roster (AFRC)	
Six months of Assignment Limitation C Code and Deployment Availability Code rosters (ANG)	
Six 4-T profiles (3 pregnancy and 3 other) with the outpatient medical records	
MEB tracking log (past 12 months)	
Three medical records of members processed for MEB/WWD evaluation	
Reserve Component Periodic Health Assessment	
Any metrics or other measures relating to the inspected area, e.g., exam currency, Individual Medical Readiness (IMR) rate	
Physicals for the following (copies or originals and outpatient medical record): - 2 Flying waiver packages, 1 local waiver approval and 1 MAJCOM/AFMOA approval - 1 Initial (I, IA, II, III) Flying/Spc. Ops. Duty	
RCPHA records - 10 Non-flyers: -- 5 that required PHAM/HCP visit -- 5 that did not require PHAM/HCP visit - 10 Flyers: ** At least 12 records from flying and non-flying categories, including from each category 3 female's records and 3 records from people older than 40 years	
Miscellaneous medical records: - 3 Flyers (currently using contact lenses while flying) - 2 Executive physical records (e.g., wing commander, any general officer, etc.; at least 1 active aviator)	
Optometry	
OIs/written guidance related to normal clinic operations and aviator support lens program and mobility support (e.g., gas mask inserts) Aircrew Soft Contact Lens Program log and directives	
Hearing Conservation Program	
Abnormal audiogram findings log (e.g., STS/PTS log) for the last 12 months	
Medical records of 2 patients who demonstrated a permanent threshold shift and have completed the Hearing Conservation Diagnostic Center (HCDC) referral process	

Wing Deployment Support
Deployment tracking/follow-up log (e.g., follow-up TB testing, malaria prophylaxis, etc.) for the last 12 months; must include pre- and post-deployment actions
- Medical records of 3 personnel who have deployed and redeployed in the last 12 months; pick records of personnel deployed to areas with some preventive medicine risk (such as SWA, Africa, Central America)
Occupational Health
Occupational Health Working Group minutes for the last 12 months with attachments
Occupational Health Medical Examination (OHME) currency rates (e.g., ASIMS printout) for each of the previous 12 months (include all types of exams)
All AF Forms 2766 and AF Forms 2755 (or equivalent) for every special purpose exams
Medical records and copies of AF Forms 2766 and 2755 for personnel assigned to the following shops: - 2 from structural maintenance or similar shop - 2 from corrosion control or allied trades - 2 from pesticide shop <u>Note:</u> Include AF Forms 2755 and 2766 that were in effect at the time the last occupational examination was performed.
AFOSH Council minutes for the last 12 months, with attachments
Fetal Protection Program
Fetal protection case tracking mechanisms/log for the last 12 months and all related instructions
Copies of BE input for five pregnancy profile evaluations (preferably from industrial areas)
Radiology
Patient log
Report from last BMET inspection
Documentation of orientation and ongoing training
OIs, policies and guidance
Bioenvironmental Engineering
List all industrial workplaces, identifying the routine surveillance category (according to AFI 48-145) and the dates of the two most recent surveys
Listing of identified priority “A” special surveillance requirements, to include date the priority was assigned (see AFI 48-145 Table 2-2)
Documentation of BE certification of personal protective equipment (ref AFOSH Std 91-31, para 2.10.1) for at least 4 workplaces (preferably category 1 shops)
Base respiratory protection instruction
List of workplaces where respirator use is authorized; include contaminants of concern, respirator type, and cartridge type, if applicable
Base radiation safety instruction (or other formal documentation of the base radiation safety program). A listing of shops receiving ALARA training and training documentation for at least one of those shops
List of locations where abnormal/adverse exposure to ionizing radiation has occurred in the past 3 years. Include reports of investigation or abnormal/overexposures
List of BE-related findings from external audits/inspections (e.g. ECAMP, OSHA, NRC). Indicate what has been done to correct each finding
Industrial case files for three shops. These should be Category I “worst case” workplaces. Include AF Forms 2755 and 2766 (or equivalent) for those shops

Enlisted Inspector Documents
On The Job Training Program
Military personnel flight generated training roster (last 3 months)
UTM formal assessment (most current)
BTM formal assessment (most current)
UTM informal section visits (section visit schedule plus most current reports)
OJT supervisor meeting minutes (previous 4 quarters)
Listing of appointed trainers/certifiers (most current)
Master Training Plans (all)
Enlisted 6-part training folders (all)
Administrative Support Services
Administrative policies and procedures
4A0 in-service training plan (current year), lesson plans and sign-in rosters
Inventory of medical reference library (most current) (if applicable)
Health Records Management
Local policies and procedures for management of health records
Inventory of health records (most current) and follow-up documentation (if applicable)
Data and methodology used to validate a minimum 90 percent availability and accountability of health records (12 months)
Annual Training Plan
UTA training plan (current year)
Annual tour training plans, group tours and incremental (current year plus 2 previous years)
Annual tour after action reports (any completed for current year plus 2 previous years)
AFSC Specific Training
Gap analysis/training needs assessment (most current)
AFSC specific (RSVP) continuity binder (or equivalent) for all assigned AFSCs
Listing of appointed functional training managers (most current)
RSVP training requirements (WBITS or WARMEDS database) for all assigned AFSCs
Readiness Reporting
Unit DOC statement
Worksheets or data and methodology for monthly update to MRDSS (WBITS) (current month)
Medical Readiness Planning and Training
MRO appointment letter
Medical Readiness Planning Course certificate(s) (MRO, MRNCO)
Medical readiness annual training plan and exercise schedule (current year)
Base support plan(s) (peacetime disaster and contingency plans)
Host active duty MCRP (only applicable to co-located ARC units)
Peacetime disaster team training binders (only applicable to units tasked under a base support plan/MCRP for specific medical response)
Local procedures for oversight of personnel assigned to the SME (if applicable)
Mass casualty exercise planning documentation (development of training objectives, operational plan, scenario development, EET evaluation criteria, etc.) (current year plus previous year)
Post-exercise or incident summaries (current year, if complete, or 2 previous years)
WRM assemblage training plans (current year plus previous year) (only applicable to units possessing DOC assigned WRM UTCs)

Medical readiness training summary reports (or access to WBITS) (last 4 quarters)
Medical readiness training lesson plans, sign-in rosters and database summary reports (current cycle, SORTS reportable training requirements, plus the unit mission and UTC-specific team training briefings)
Local policies and procedures for implementing make-up dates for missed training
Copies of any MAJCOM waivers granting equivalent readiness training (current cycle)
Completed medical readiness data collection sheet (see below)

**AIR RESERVE COMPONENT
MEDICAL READINESS DATA COLLECTION WORKSHEET**

Unit: _____

Date: _____

UNIT INFORMATION

UTC:					GSU Authorized/Assigned Medical Personnel		
Personnel Authorized/Assigned					SME Authorized/Assigned Medical Personnel		

MEASURABLE TRAINING INFORMATION

SORTS reportable training requirements are listed below – individuals must maintain currency in all required training elements to be considered trained for SORTS (as defined in AFI 41-106).

TRAINING TITLE	CURRENT # pers asgn to UTC tasked positions	CURRENT # pers current/ percent trained	6 MONTHS AGO	1 YEAR AGO
Command, Control, Communication, Intelligence, Surveillance & Recon (C3ISR)				
NBCDT				
NBCD TQT				
UTC-specific team training				
Medical Effects of Nuclear, Biological and Chemical Warfare				
Wound Care and Casualty Mgt/SABC				
Field MRT				

MEDICAL READINESS DATA COLLECTION WORKSHEET

ANNUAL TRAINING TOURS

Show both total number and percent of participants

ANNUAL TOUR	DATE / LOCATION	# and % of Participants (other than home station)	# and % of Participants (home station)	After Action Reports
CURRENT YEAR				
Medical Unit				YES / NO
SME Medical Personnel				YES / NO
GSU Medical Personnel				YES / NO
1 YEAR PRIOR				
Medical Unit				YES / NO
SME Medical Personnel				YES / NO
GSU Medical Personnel				YES / NO
2 YEARS PRIOR				
Medical Unit				YES / NO
SME Medical Personnel				YES / NO
GSU Medical Personnel				YES / NO

UNIT DISASTER AND UTC TEAM TRAINING

TEAM	Date of Most Recent Training ex: mass casualty exercise	Number Personnel Assigned	Number Personnel Trained	Number of Training Sessions in Past 2 Years
Disaster Teams (mark "N/A" if not applicable)				
Medical Control Center				
Field Treatment Team (SME)				
Clinical Treatment Teams (Minimal, Delayed, Immediate)				
Radiology				
Laboratory				
Pharmacy				
Surgery				
Nursing Services				
Mental Health/Crisis Response Team				
Public Health				
Bioenvironmental Engineering				
Medical Logistics				
Manpower				
Patient Administration				
UTC Teams (use as applicable)				
Patient Retrieval				
Decontamination				
CCAT				
Other UTC (Specify)				
Other UTC (Specify)				
Other UTC (Specify)				
Other UTC (Specify)				

MEDICAL READINESS DATA COLLECTION WORKSHEET

EXERCISE SUMMARY

Complete only for those exercises required/completed by your organization. Mark "N/A" if training requirement does not apply to your organization.

NAME OF EXERCISE REQUIREMENT	DATES CONDUCTED THIS YEAR	DATES CONDUCTED LAST YEAR
Mass casualty exercise (annual)		
Peacetime disaster response (annual – only applicable if tasked under a base support plan for medical response)		
Mobilization exercise (annual for all personnel assigned to mobility positions)		
Recall (IAW local requirements)		
Field exercise/training for deployable personnel as defined by MAJCOM/SG (4-year cycle)		
Assemblage setup, inventory and exercise (annual - all personnel assigned to deploy with applicable WRM assemblage, i.e. SME personnel with ATC)		
Each UTC tasked to deploy with WRM assets (e.g., EMEDS, CCAT, etc.) – train to extent possible if assets are not DOC assigned UTCs		

I certify the above information is true and accurate.

Medical Readiness Officer or Designee